

# POLICY DOCUMENT

Stratford-upon-Avon School is a company limited by guarantee, registered in England and Wales under number 7690776, whose registered office is Stratford-upon-Avon School, Alcester Road, Stratford-upon-Avon, Warwickshire CV37 9DH

Policy Title	<b>ATTENDANCE POLICY</b>
Policy Reference	<b>SUAS.P.1507.ATT02</b>

DISCLOSABLE UNDER FREEDOM OF INFORMATION ACT 2000	Yes / No	No
TO BE PUBLISHED ON WEBSITE	Yes / No	Yes

POLICY OWNERSHIP	
Governor Committee:	Pastoral
Department responsible:	Pastoral
Post-holder: <i>(Title and Name)</i>	Karen Berwick – Deputy Head Teacher
LINKED PROCEDURES REF:	
Responsible Person - Procedures	

POLICY IMPLEMENTATION DATE:	December 2018
PLANNED REVIEW INTERVAL:	1 Years
PLANNED NEXT REVIEW DATE:	December 2019

*Stratford-upon-Avon School welcomes comments and suggestions from the public and staff about the contents and implementation of this policy. Please write to the Compliance Manager at the school address or email your comment to [policy@stratfordschool.co.uk](mailto:policy@stratfordschool.co.uk).*

**i. POLICY OUTLINE**

*Stratford upon Avon School aims to maximise attendance rates in order to ensure that all pupils are able to take the fullest advantage of the learning experiences available to them.*

**ii. PURPOSE**

*The purpose of this policy is to ensure pupils attend school and to ensure support is given to those having difficulty attending.*

**iii. IMPLICATIONS OF POLICY**

*Compliance with the requirements and guidance laid out in this policy will ensure students attend school as often as possible. Failure to follow this policy will have negative impact of the education of pupils and may also put them at risk of child protection and safeguarding dangers.*

**iv. EQUALITY ANALYSIS**

*Every policy will be subject of an Equality Analysis (EA) completed by the policy writer, which should be circulated to all those being consulted, with the draft policy.*

**v. CONSULTATION**

*Consultation will be with all staff holding significant financial responsibilities, prior to presentation for approval by the Governing Body (Pastoral Committee).*

**vi. PROCEDURE**

*Procedure is the method by which the strategic intent of the policy is realised, and is thus an ‘instruction manual’ on how the policy outcome is to be achieved.*

*The procedure which supports this policy is an independent document, for internal use by Academy staff. The procedure reference is shown on the Policy Identification Page.*

*The development or amendment of the procedure is at a tactical / operational level. There is therefore no necessity for active referral to the Governing Body **unless** the policy intent has been altered.*

*If there is significant change to the procedure element of the policy there may be a requirement to engage in the consultation process and refer to the Governing Body.*

**vii. RELATED POLICIES AND PROCEDURES**

- **Behaviour Policy**
- **Child Protection and Safeguarding Policy**

**viii. DOCUMENT HISTORY**

*The policy will be subject to regular review once ratified by the Governing Body.*

*The history of the policy will be recorded using the chart following:*

<b>Date</b>	<b>Author /Reviewer</b>	<b>Amendment(s)</b>	<b>Approval/ adoption date</b>
April 2015	K.Berwick	Policy updated in line with Pastoral Governor requests	July 2015
10/15	K Berwick	Additional guidance from ACE added as Appendix 1	ACE appendix approved December 2018

## **Statutory Framework**

Under Section 444 of the 1996 Education Act, a pupil is required to attend regularly at the school where they are a registered pupil.

The school is obliged by law to differentiate between authorised and unauthorised absence. A letter or telephone message from a parent does not in itself authorise an absence. Only if the school is satisfied as to the validity of the explanation offered by the letter / message will the absence be authorised

## **Rights and Responsibilities**

Improving attendance at Stratford upon Avon School is the responsibility of everyone in the school community – pupils, parents and all staff.

## **Pupils**

All pupils are expected to attend school and all of their lessons regularly and punctually. Pupils who do experience attendance difficulties will be offered prompt and sympathetic support, initially from the form tutor, and if the need should arise from their College Leader.

## **Parents/Carers**

Parents/carers are responsible for ensuring that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn. If a child is prevented for any reason from attending, or is late, parents are requested to notify the school by 9.00am on each day of absence; preferably by a phone call to the school 24hour absence line or by details written in the school planner for the form tutor to be aware of. A pupil's absence from school must be considered as unauthorised until a satisfactory explanation is forthcoming from the parent/carer. Parents/carers will be informed promptly of any concerns which may arise over a child's attendance. Parents/carers whose child's attendance is a cause for concern will be written to by the school when appropriate throughout the academic year to offer guidance and support. Parents/carers should avoid if at all possible making medical/dental appointments for their child during school hours. Should this be necessary students are requested to register with their Period 1 and Period 4 teacher for A.M and P.M roll call to then be released from school at the required appointment time.

Parents whose first language is not English or who have literacy problems will be offered appropriate support from school in matters of communication.

## **School**

Staff will endeavour to encourage good attendance and punctuality through personal example. Attendance is the responsibility of all school staff (not just teaching and pastoral staff). The school will employ a range of support options to encourage good attendance and punctuality and will investigate promptly all absenteeism, liaising closely with parents/carers. Staff will respond to all absenteeism firmly and consistently.

## **Registration**

Registration will be called at 08.45 a.m and at 12:10 p.m prompt.

Registers will close at 9:05 am and at 12:30 pm. If a pupil fails to arrive before the registers close, they will be marked as 'absent'. Pupils who arrive after the start of the school day at 8:45 am will be recorded as arriving late to ensure that their attendance is recorded and to monitor their punctuality. The class teacher will amend the register entry to read 'late' provided the pupil reaches their classroom before the close of the register. The Attendance Improvement Officer will check that students arriving late to lessons are correctly registered.

If a pupil arrives late to school Attendance Support and Administration staff based in the Attendance Support Room will contact the parents/carers. Two late marks in any given week will result in a 30 minute's detention at lunch.

Parents/carers are reminded that if a child arrives in school after 9.30am and an acceptable explanation is not forthcoming, the pupil has to be recorded as 'unauthorised absent' for that session.

Form tutors will be sent a weekly record of absenteeism for the form group by the Attendance Improvement Officer so that they can update codes as appropriate and monitor the attendance of those students causing concern. The Attendance Improvement Officer will maintain an overview of the whole school picture.

## **Authorised/Unauthorised Absence**

It is vital that all members of staff are aware of the criteria for deciding whether or not to authorise an absence.

Stratford upon Avon School will decide on how an absence is to be recorded in accordance with the latest guidance from the DfE:

### **Absence can be authorised if:**

- The pupil was absent with leave (defined as 'leave granted by any person authorised to do so by the governing body of the school)
- The pupil was ill 'or prevented from attending by any unavoidable cause'
- The absence occurred on a day exclusively set aside for religious observance by the religious body to which the pupil's parents belong
- The school at which the child is a registered pupil is not within walking distance of the child's home, and no suitable arrangements have been made by the LA for any of the following
  1. the child's transport to and from school
  2. boarding accommodation for the child at or near the school, and
  3. enabling the child to become a registered pupil at a school nearer to his/her home
- The pupil is the child of Traveller parents and the conditions as stated in the Education Act 1996 Section 444 (6) are met.
- There is a family bereavement
- The pupil is attending an interview with either a prospective employer or in connection with an application for a place at an institute of further or higher education or for a place at another school
- The pupil is attending a Pupil Reintegration Unit
- A Year 11 pupil is granted study leave
- The pupil is involved in an exceptional special occasion (eg. if a pupil is attending graduation of an older sibling)
- Leave of absence is granted by the school in writing for an agreed exceptional circumstance.

### **Absence should be unauthorised if:**

- No explanation is forthcoming
- The school is dissatisfied with the explanation
- The pupil stays at home to mind the house or to look after siblings (the guidance suggests that absence in such cases should only be granted in exceptional circumstances)
- The pupil is shopping during school hours
- The pupil is absent for unexceptional special occasion (e.g a birthday/treat/family gathering)
- The pupil is away from school on a family holiday without authorisation from school in writing.
- Medical evidence is not provided for students with attendance below expected levels.

When pupils are absent from school without authorisation we may refer to W.C.C – A.C.E (see appendix 1).

## **Holidays**

Parents should be reminded that they do not have any legal entitlement to take their child on holiday during term time and applications for leave of absence must be made in advance.

Removing children from school disrupts the flow of learning and can lead to Fixed Penalty Notices being issued to each parent/carer of each child by the Local Authorities Attendance, Compliance & Enforcement (A.C.E) Service. Where a Fixed Penalty Notice is issued and not paid within the required time frame as set out on the notice, the matter will be referred to W.C.C Legal Services to consider instigating criminal proceedings under S444 Education Act 1996.

## **Strategies for promoting attendance**

- Stratford upon Avon School will offer an environment in which pupils feel valued and welcomed. The school's ethos must demonstrate that pupils feel that their presence in school is important, that they will be missed when they are absent/late and that follow up action will be taken.
- A varied and flexible curriculum will be offered to all pupils. Every effort will be made to ensure that learning tasks are matched to pupil's needs.

- Attendance data will be regularly collected and analysed in order to help identify patterns, set targets, correlate attendance with achievement, and support and inform policy/practice.
- Attendance expectations will be a regular feature in college assemblies and tutor group time.
- Pupils whose attendance is a cause of concern will be set targets for improvement. The Attendance Improvement Officer will monitor and review these targets and be supported in this by form tutors and College Leaders.
- Parents will be reminded regularly (via the school website, Attendance emails, Bromcom - MCAS, the school prospectus, parents' evenings etc.) of the importance of good attendance.
- All pupils including 6<sup>th</sup> Form students, may be asked to provide medical evidence to authorise absences of 3 days or more. This will allow appropriate support measures to be considered.
- Pupils who are absent through sickness for any extended period of time will (when appropriate) have work sent home to them and will be re-integrated back into school upon their return as appropriate.
- Pupils who have been absent for whatever reason for an extended period of time will (when appropriate) have individually tailored reintegration programmes prepared for them.
- The Headteacher will make an annual report to the school's governing body on attendance matters. In addition, it is recommended that the Headteacher reports on attendance to the governors termly.
- College Leaders and the Assistant Head for Inclusion will, when appropriate, liaise with other agencies when this may serve to support and assist pupils who are experiencing attendance difficulties.
- The Attendance Improvement Officer and College Leaders will have regular meetings with the school's A.C.E Caseworker in order to identify and support those pupils who are experiencing attendance difficulties.
- Regular visits will be made to feeder primary schools in order to ensure the smoothest possible secondary transfer. Discussions with primary school teachers will seek to identify those pupils who may require extra support during this process.
  - Attendance systems audit A.C.E
  - Group work with A.C.E
  - Parent groups with A.C.E
  - Community strategy
  - Project work for identified groups of youngsters who may be vulnerable to poor attendance.

### **Pupils with long-term attendance problems**

#### **Truancy – What do we mean?**

There is no identikit truant because reasons for non-school attendance are so different. Children may fail to attend school for a wide variety of reasons, including illness, family bereavement, visits to the country of origin, family holidays, being a young carer, unhappiness at school or finally a defiant rejection of parental or school authority.

The term 'truancy' has generally been used where the decision to miss school is taken by the child without parental or other authority, and where the child uses the time for his or her own purpose. This truancy is seen as either a response to great unhappiness, or more commonly a small act of rebellion. It does not encompass the many other occasions on which a child may not attend school for other reasons.

Some of the most important factors behind truancy lie outside school, above all in family relationships and peer pressures. But how schools operate can make a great difference in shaping whether children do in fact truant.

#### **Persistent Absence Definition**

An individual student is deemed as being persistently absent if their attendance drops below 90%, a level which invariably has a detrimental impact on their education. We will work closely with W.C.C – Attendance Compliance & Enforcement Service (A.C.E) to resolve issues leading to persistent absence.

#### **What school and the A.C.E Service can do**

The three major areas of influence upon non-attendance (individual, family and social, and school factors) require close cooperation between a range of services to reduce truancy.

#### **Strategies to tackle truancy in Warwickshire:**

- LA targets to reduce unauthorised absence.
- School targets in line with DfES target setting guidelines.
- Publish data on schools' performance on attendance.
- Schools having a proactive school attendance policy.
- County literacy and numeracy strategy.
- Computerised registration so schools can identify patterns and possible cures.
- Curriculum – initiatives on opening up opportunities at KS4.
- Police Powers to remove truants.
- Parenting contracts – a voluntary agreement between parents, A.C.E and school setting clear expectations and goals
- Fixed Penalty Notices and prosecution of parents who fail to ensure that their child attends regularly.
- Parenting Order – Where a parent has been convicted of failing to secure a child's attendance at school. Court will be able to impose a parenting order for up to 12 months. It can include specific obligations upon the parent (e.g. parent escorts the child to school).
- Joint work between schools and A.C.E Service to effectively reduce persistent and unauthorised absence.
- A.C.E Service offering a range of strategies to help reduce unauthorised absence.
- Governors taking an active role on monitoring their schools' performance on attendance.

### **“School Refusal”**

#### Principles:

Often youngsters refusing to attend school have complex, inter-relating difficulties arising from health, family, social and educational factors.

In cases where non-attendance becomes well established, involvement of professionals beyond the school may be indicated. It is important that their respective roles and responsibilities are agreed and that clear procedures for liaison, consultation and collaboration are established.

The key principles under-pinning roles, responsibilities and procedures are:

- The school retains responsibility for ensuring that the involvement of the various agencies is gained, as appropriate.
- The group of involved professionals is jointly responsible for the decision to seek to involve a further professional group.
- Decisions to involve a given professional group will be based on:
  - Criteria agreed, for example, time intervals.
  - Clarification of the roles and responsibilities of each group.
  - Responsibilities of each group.
  - Experience.
- Withdrawal from a case by any professional group follows the agreement of the existing stakeholder group.

### **School Responsibilities in relation to School Refusal**

To develop a school culture that operates to reduce the risk of school refusal. This may include policy and practice regarding:

- Bullying and other forms of harassment, including racial
- Social inclusion
- Extra-curricular opportunities
- Mentoring schemes
- Special Educational Needs

To raise teachers' awareness of the indicators of a child at risk of school refusal.

- Training
- School policy regarding the respective roles of SEN and pastoral care staff.

Avoid any indication of condoning non-attendance.

- Training
- School: A.C.E Service links

To identify children at risk and then to:

- Engage with parents;
- Investigate any school based difficulties and respond;
- Consult A.C.E Service
- Consult School Health staff

To identify a named person to ensure referral to other agencies, as appropriate.

- This is the role of the assistant head for inclusion.

### **Attendance, Compliance & Enforcement Service Responsibilities in relation to School Refusal**

To advise schools of their responsibilities in relation to individual cases i.e. support implementation of school's responsibilities. In collaboration with the school, to advise parents of:

- The legal position;
- Their responsibilities;
- Available support;

To liaise with school health advisers and community paediatricians.

To plan further action on the basis of agreed approaches.

To discuss with school and family the possible need for:

- Further assessment, for example, by school's E.P.
- Further within school support, for example, by SEN Support Services.
- Further involvement of School Health.

To establish and maintain the County database re children out of school.

### **Educational Psychology Service (EPS) Responsibilities in relation to School Refusal**

- To consult with those already involved.
- Where necessary, to carry out further assessments.
- To advise on future case management, generally.

### **Health Service Responsibilities in relation to School Refusal**

School Health – to provide consultation to parents, school and A.C.E about possible Child and Adolescent Mental Health (CAMH) concerns, and about other health issues. As appropriate to communicate such concerns to child's G.P. and CAMHS.

#### General Practitioners (G.Ps)

G.Ps have been asked to liaise with schools, either directly or through School Health staff, when presented with cases of school refusal.

#### Child and Adolescent Mental Health (CAMHS) concerns

CAMHS professionals may become involved with cases where school refusal is a concern before the case is brought to the attention of Education Department staff. If this happens it would be helpful, if the family is willing, to inform the school's named person. (From within the Education Service, referrals to CAMHS would not normally be expected prior to consultation with the school's E.P.)

### **Children who are unable to attend for health reasons**

The school retains responsibility for the delivery of a pupil's education for as long as the pupil is on the school roll. Sick children must not be taken off the school register without the consent of their parents and prior consultation with the LA even after long absences arising from ill health. Some pupils may be too sick or unwell to do any schoolwork, but schools should not assume that pupils away from school because of ill health are unable to work. The school should ensure that:

- all non-attendance related to ill health is properly authorised and monitored by a relevant medical practitioner, and that

- advice and assistance is sought as appropriate from the School Health Service and/or the A.C.E Service.
- Referral is made to W.C.C – Flexible Learning Team and liaison between this service and school is maintained for the duration of the child’s illness.

The Assistant Head for Inclusion and the relevant College Leaders are the teachers nominated as responsible for co-ordinating educational provision for each pupil unable to attend school because of long-term ill health. The school is not expected to provide home-based teaching as this is the responsibility of the W.C.C – Flexible Learning Team. The nominated teachers must;

- consider the possibility of providing education out of school when a pupil has been absent for two weeks because of ill health, or when there is a series of absence of one week or more;
- contact parents to discuss needs and make appropriate educational provision;
- liaise with W.C.C – Flexible Learning Team to ensure mutually acceptable arrangements have been made with parents for the regular setting, supervision, marking and collection of work;
- co-ordinate the school’s response by providing a suitable programme of work for the pupil in co-operation with W.C.C – Flexible Learning Team.
- consider with parents whether it would be appropriate for any member of the school staff to undertake a pastoral visit to home or hospital, or whether it would be appropriate to encourage school friends to write or visit;
- liaise with all relevant Education, Health or Social Service professionals, and
- maintain records of all pupils for whom the LA is providing education out of school

The nominated teachers should refer to the LA in all circumstances when the total length of absence from school is expected to exceed 4 weeks or 20 school days, or when it is considered that the long term health needs of the pupil may result in intermittent attendance which could have a significant impact on the pupil’s education

- Parents must give prior consent to the referral itself and to the LEA seeking all relevant medical information and advice.
- All referrals must be made by the school. The LA will not accept referrals from parents or agencies (except in the case of sudden hospital admissions).
- Schools can help the LA to respond promptly both by providing the earliest possible notification and by ensuring that the referral is completed in full. It is particularly important to provide the correct names, addresses and telephone numbers of all relevant medical personnel so that the LA can seek information and advise quickly. When considering the needs of pupils with mental health difficulties, the LA will consult with the Child and Adolescent Mental Health Services (CAMHS) either directly or through local area panels.

### **Procedures for Tracking and Monitoring Pupils Out Of School**

The W.C.C Attendance, Compliance & Enforcement is the service responsible for tracking and monitoring pupils out of school.

#### **Home Education**

For parents opting to educate their child at home, the following information should be considered:

- A centrally held LA register of all home – educated children is managed by the Principal Lead at W.C.C.
- Schools forward a copy of a letter from parents who have decided to educate their child at home, to the Principal Lead at W.C.C.
- W.C.C carry out a home visit to explain monitoring system and whether parents are clear on the implications of home education.
- An annual LA inspection occurs.

#### **Procedures for checking children who move away from a school without notice.**

- Regulation 9. (1) G. The Education (Pupil Registration) Regulations 1995.

Where a pupil of compulsory school age has been continuously absent for four weeks or more, his name may not be deleted from the admission register until both the school and the local education authority have failed after reasonable enquiry, to locate the pupil.

- School should carry out all reasonable enquiries which could include:  
Telephone call to parents;  
Letter to parents;  
Any information from peers;  
Contact with any other known associates or professionals;

If the child is known to be on the Child Protection Register the school will advise the registrar immediately.

- If child is out of school for 2 weeks without explanation being given – then referral to W.C.C Attendance Compliance & Enforcement Service happens as a matter of course. A.C.E Caseworkers will then carry out those enquiries which are appropriate:-  
(Timeline 2 weeks)

Home visit immediately;  
Check with neighbours to establish if family have moved;  
Contact emergency numbers;  
Contact child's friends;  
Contact Housing Association;  
Contact Health Agencies;  
Contact other services involved.

- If no information, agree with school to remove the child from the school.
- Common Transfer file to be uploaded onto 'School2School' database.
- If the authority the family have moved to is known, A.C.E Service will write to them with details of family and attendance and any other points

### **Guidance for Parents**

The following is the text of an information leaflet for parents on Attendance.

#### **The Importance of Regular School Attendance**

The importance of regular school attendance cannot be overestimated. It is essential to a good education and establishing it must be a high priority for schools, parents and pupils alike. The reasons why attendance problems arise are many and varied. They are often complex and require sensitive and professional handling. Children who do not attend school regularly diminish the value of the education provided for them. They may also damage the learning of other because of the disruption that can be caused to other pupils. It is the duty of parents to secure education for their children and for the Local Authority (LA) to ensure that this duty is carried out. The Attendance, Compliance & Enforcement Service (A.C.E) carries out this duty on behalf of the LA. We carry this out in a number of ways:

- ✓ Working in schools with children and teachers
- ✓ Working directly with families and children in the home
- ✓ Project work within schools and communities
- ✓ Assisting schools with wider attendance issues

The Attendance, Compliance & Enforcement Service also carries out a number of other duties relating to the welfare of children in the education setting and with employment matter concerning school age children.

#### **The Law**

Under Section 7 of The Education Act 1996 parents/carers are under a positive duty to ensure that a child receives an efficient and full time education either by regular attendance at school or otherwise.

By law, all children of compulsory school age (5 and 16) must get a valuable full-time education. You are responsible for making sure this happens, either by registering the child at school or by making other arrangements, which provides and effective education. If your child is registered as a pupil at a particular school, that school must give permission for your child to be absent. If your child does not go to the school at which he or she is registered, the relevant education authority can take legal action against you.

## **FGM**

Globally most Muslims do not practice FGM, it is neither a requirement nor a `Sunna` in Islam. We are aware that some UK communities are more at risk than others. FGM is illegal in the UK and considered to be child abuse. As such we will follow appropriate safeguarding procedure whenever FGM is a possible reason for absence from school or removal from roll.

## **The Role of the Authority**

- ✓ Local authorities (LAs) are responsible by law, for making sure that registered pupils of compulsory school age attend their school regularly.
- ✓ The LA employs education social workers to monitor school attendance and to help parents meet their responsibilities.
- ✓ Education social workers work closely with schools
- ✓ If your child is not attending school regularly, an education social worker may visit you.
- ✓ For your child's sake you should co-operate with the education social worker to make sure your child overcomes his or her attendance problems and gets a proper education.
- ✓ If you do not do everything you can to co-operate with the education social worker and school, the LA may have no choice but to apply for an education supervision order. This means that the court appoints a supervisor to help and give advice to you and your child.
- ✓ The LA can, also prosecute you in a magistrates court. This could result in you and your partner being fined up to £2500 for each child (under review).

## **Some Vital Statistics on Attending School**

Each year there are only 190 statutory school days, which means that if your child misses 8 days they are out of school more than they are in school. This means there are 185 days for:

Shopping  
Birthday treats and trips  
Non-urgent medical and dental appointments.

Use these – not precious school time. None of the above are authorised reasons for being out of school and time off school will hinder your child's learning and progress in school. They will appear on your child's school report as unauthorised absences and can lead to legal action being taken against you as the parent/carer.

## **Remember school time is precious – don't waste it!**

95% Attendance = 9 school days missed per year

90% Attendance = half a day absent per week

85% Attendance = 5 lessons missed per week

80% Attendance = 1 day absence per week = 20 lessons missed per month

17 days absence between Year 7 – 11 = 1 GCSE grade reduction

Unnecessary days off school can soon mount up so that pupils have gaps in their knowledge which can be hard to fill.

## **Lateness**

This is a problem because it: -

- Makes the child stand out
- Disrupts lessons
- Sets a poor example for later life
- May, if persistent, result in prosecution of the parent.

## **Some Good Advice to Children and Young People**

5 good reasons to attend school

- Friendship
- Education and learning
- Knowledge
- Opportunities and choices
- Games/team activities

10 tips to help you get there

- Go to bed at a reasonable time
- Make sure the alarm is set to wake you
- Allow enough time for breakfast
- Set off in good time to get to the bus stop
- Make sure you have the bus fare/bus pass
- Pack your bag the night before
- Make sure your uniform is ready
- If you find your homework hard, or if you have not done it, talk to your parents/carer
- If you are having difficulties, find an adult you trust
- Make sure you tell your parents when you need extra kit, e.g. swimming, PE games.

## **Remember**

We are here to help ensure that young people receive a happy full-time education.

## *Leave of Absence*

The Government issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013

- Head teachers **shall not** grant **any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.
- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- Head Teachers will determine how many school days a child may be absent from school if the leave is granted.
- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being recorded as “unauthorised”. This may result in legal action against the parent, by way of a Fixed Penalty Notice.
- Applications for Leave of Absence which are made in advance and refused will result in the absence being recorded as “unauthorised”. This may result in legal action against the parent, by way of a Fixed Penalty Notice, if the child is absent from school during that period.
- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Attendance, Compliance and Enforcement Service of Warwickshire County Council.
- The Attendance, Compliance and Enforcement Service have the authority to consider issuing Fixed Penalty Notices for Leave of Absence in line with the Warwickshire County Council’s Non-School Attendance and Penalty Notices Code of Conduct. (A copy of which can be found at <https://www.warwickshire.gov.uk/pupilnonattendance>).
- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council’s Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

**Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.**